

CITY OF ROANOKE

SHERIFF'S OFFICE

Roanoke, Virginia

\$31,213.52



ARE YOU 21 YEARS OLD AND LOOKING FOR A GREAT CAREER?

"Building a better tomorrow" for yourself can start today as a **DEPUTY SHERIFF** with the **ROANOKE CITY SHERIFF'S OFFICE**.

The Roanoke City Sheriff's Office is seeking qualified persons who are interested in a career in corrections and law enforcement. We desire individuals who are dedicated and committed to providing quality service to the community. It is essential that our Deputy Sheriffs possess the highest standards of personal and professional integrity, commitment, and dependability. If you want challenging and rewarding experiences and wish to work with other dedicated professionals, then the Sheriff's Office encourages YOU to apply.

Applicants must meet the minimum qualifications: 21 years of age, a United States citizen, a high school graduate or possess a G. E. D. certificate, have a good driving record, good credit, no criminal record, undergo a thorough background investigation, meet minimum vision and height/weight requirements and pass a written/physical agility test.

WE OFFER:

- **Career Opportunities with potential for advancement**
- **Starting Salary \$31,213.52**
- **Eleven (11) paid holidays**
- **Retirement after 25 years of service at age 50 with the Va. Retirement System with Law Enforcement Supplement**
- **Professional training and educational reimbursement**
- **Group Life, Medical, Dental, and Long-Term Disability Plans**
- **Generous Paid Leave and Extended Illness Plans**
- **Uniforms and equipment provided**

Deputy Sheriffs are trained as Correctional Officers, Courtroom Security Officers and Civil Process Officers. Also, the Sheriffs Office offers career opportunities through the following specialized positions: D.A.R.E Officer, Hostage Negotiator, Tactical Team, Honor Guard, Transportation Officer, Inmate Community Services Crews, and Certified Law Enforcement Instructor. All new Deputy Sheriffs appointed by the Sheriff are assigned to the Jail Division and perform the duties of a Correctional Officer prior to becoming eligible for other assignments within the Sheriff's Office which may become available.

Contact the Department of Human Resources, 215 Church Ave., SW, Room 207, Roanoke, Virginia 24011-1519, or call (540) 853-2231 for an application, or if you are interested in the testing process. The written/physical agility test is given every 1st and 3rd Tuesday of each month. After returning your application, please contact Human Resources to schedule your test date.

The Roanoke City Sheriff's Office is an Affirmative Action, Equal Employment Opportunity Employer and Guarantees Equal Employment to All Persons Regardless of Race, Religion, Sex, Color, or National Origin.

ROANOKE CITY SHERIFF'S OFFICE MINIMUM REQUIREMENTS FOR POSITION OF DEPUTY SHERIFF

The following are the minimum requirements, which must be met by the applicant before he/she will be considered eligible for possible employment with the Roanoke City Sheriff's Office as a Deputy Sheriff. However, although the applicant may meet the minimum requirements, this does not ensure his/her employment. Only one applicant from a field of eligible applicants can be chosen to fill a vacant position. The applicant selected for employment will be the applicant who, in the opinion of the Sheriff, is considered to be the best candidate of those applicants which meet the following minimum requirements:

1. Must be at least 21 years of age.
2. Must pass a written examination administered by the Department of Human Resources.
3. Must pass a physical agility test.
4. Must be physically fit, (height and weight must be in proportion).
5. Vision Requirement:
 - Standard 20/30 in the better eye corrected.
 - 20/40 in the worse eye corrected.
 - Worse than 20/60 uncorrected, must correct with contact lenses or corrected goggles to 20/30 or greater in the better eye or to 20/40 or greater in the worse eye.
 - Disqualified if uncorrected vision is 20/200 or greater in both eyes.
6. Must be a high school graduate or able to furnish documentary evidence of equivalency, as recognized by the Commonwealth of Virginia Compensation Board.
7. Must have a Virginia Driver's License and cannot have a poor traffic record.
8. Must not have a police and/or criminal record.
9. Must have a good credit rating.
10. Must pass a thorough background investigation. The investigation will include confirming a good credit record, a check for police and/or criminal record, driving record, work experience and work record, school records, personal character and reputation (interviews with neighbors, past employers and co-workers, associates, and/or others), etc.
11. **Must sign a Special Condition of Employment Agreement which requires employees to maintain good overall physical condition and disallows smoking or using tobacco products at any time.**
12. If employed, the applicant must successfully complete all mandatory training as established by the Sheriff for the City of Roanoke and the Virginia Department of Criminal Justice Services within 12 months of employment.
13. Must pass a comprehensive physical examination and Alcohol and Drug screening.

HEIGHT AND WEIGHT REQUIREMENTS

Height - No minimum height required.

Weight - Must be in proportion to body frame.

FBI Chart (listed below) will be used to determine the weight/body frame relationships. If a person fails according to the FBI Chart standards, then the test for percentage of body fat shall be used. This test uses the following criteria:

<u>AGE:</u>	<u>18-27</u>	<u>28-39</u>	<u>40-49</u>	<u>50+</u>
MALE	23%	25%	27%	29%
FEMALE	30%	32%	34%	34%

Applicants whose height/weight deviates from the FBI Chart and whose percent body fat is not within the recommended range will be disqualified. If the body fat test is used to determine eligibility, the base line weight will be established when the applicant is screened.

RATIONALE

The standards selected used accepted body fat content or the more traditional FBI Chart to evaluate height/weight. By doing so, the City is fair to applicants who have muscular frames (body fat content) and to applicants with more typical body frames. Both tests enable the City to eliminate candidates that are obese.

MALES				FEMALES			
HEIGHT	SMALL FRAME	MEDIUM FRAME	LARGE FRAME	HEIGHT	SMALL FRAME	MEDIUM FRAME	LARGE FRAME
5'4"	117-138	123-149	131-163	5'0"	96-114	101-124	109-138
5'5"	120-142	126-153	134-167	5'1"	99-118	104-128	112-141
5'6"	124-146	130-157	138-173	5'2"	102-121	107-131	115-144
5'7"	128-151	134-162	143-178	5'3"	105-124	110-135	118-149
5'8"	132-155	138-167	147-183	5'4"	108-128	113-139	121-152
5'9"	136-161	142-172	151-187	5'5"	111-132	117-144	125-156
5'10"	140-165	146-177	155-193	5'6"	114-135	120-149	129-161
5'11"	144-169	150-183	160-198	5'7"	118-140	124-153	133-165
6'0"	148-174	154-188	164-204	5'8"	122-144	128-157	137-169
6'1"	152-179	158-194	169-209	5'9"	126-149	132-162	141-174
6'2"	156-184	163-199	174-215	5'10"	130-154	136-166	145-179
6'3"	160-188	168-205	178-220	5'11"	134-158	140-171	149-185
6'4"	169-198	178-216	188-231	6'0"	138-163	144-175	153-190
6'5"	174-204	182-222	192-238				



Roanoke City Sheriff's Office



Applicant Required Documents

All applicants will be required to submit a **copy** of the following listed documents, if applicable, to the Roanoke City Sheriff's Office:

- ◆ **Social Security Card**
- ◆ **High School Diploma**
- ◆ **Certificate of G.E.D.**
- ◆ **Birth Certificate**
- ◆ **Virginia Operator's License**
- ◆ **Military DD-214 (Long Form)**
- ◆ **Marriage License**
- ◆ **Divorce Decree of Separation Papers**
- ◆ **Other Awards/Certificates**
- ◆ **College Degrees**
- ◆ **High School Transcripts**
- ◆ **College Transcripts**

All of the above items can be hand delivered or mailed to:

**Background Investigator
340 Campbell Ave., SW
Roanoke, VA 24016**



Roanoke City Sheriff's Office



INSTRUCTIONS FOR PHYSICAL OBSTACLE COURSE

NOTE: If the participant fails to complete a task, the test is terminated at that point. The participant is given two restarts, with a rest period between each start.

1. **Start** Test starts when participant is seated in a vehicle's driver seat, with the seat belt on, driver's door locked, and hands on steering wheel. The participant is given a physical description of a suspect (four descriptors - any combination of type/color of shirt, jewelry, race/gender, hair and/or facial hair). The participant is given the command "GO" over the vehicle's radio and the stopwatch is started. At that point the participant will take 10 ammo rounds, that are in the vehicle, and load them into a magazine clip. The clip is then placed in the utility belt's ammo pouch and the participant exits the vehicle.
2. Run 43 feet to next task. Participant must sprint.
3. **Hurdle** Hurdle three foot high obstacle.
4. Run 32 feet to next task. Participant must sprint. If participant is unable to continue, the task is not completed.
5. **Ditch** Jump 3 foot ditch without stepping or landing in the ditch. If participant steps into the ditch the task is not completed.
6. Run 75 feet to next task. Participant must sprint. If participant is unable to continue, the task is not completed.
7. **Wood Fence** Climb over a 5 foot high fence. If participant is unable to go over the fence, the task is not completed.
8. Run 32 feet to next task. Participant must sprint. If participant is unable to continue, the task is not completed.
9. **Crawl** Crawl under an obstacle 24 inches high and 10 feet long. If participant is unable to crawl the complete distance or touches the obstacle on any side, the task is not completed.
10. Run 130 feet to next task. Participant must sprint. If participant is unable to continue, the task is not completed.
11. **Chain Link Fence** Climb a 4 foot high chain link fence. If participant is unable to go over the fence, the task is not completed.
12. Run 116 feet to next task. Participant must sprint. If participant is unable to continue, the task is not completed.

13. **Stairs** Climb a standard step of 8 inches, climbing up the steps and over the top landing and down the opposite side. Participant will turn and go back over the steps to the point at which task started. Participant will again turn and run back up the steps and jump off the top landing, with or without using hands. Participant must step on each step. If participant jumps over or misses a step the task is not completed. If participant is unable to climb steps and/or jump off landing, the task is not completed.
14. Run 55 feet to next task. Participant must sprint. If participant is unable to continue, the task is not completed.
15. **Climb Through a Window** Participant must climb through an opening (window frame), 26 inches wide by 30 inches high and located 3 feet off the ground. If participant is unable to pass through the opening, the task is not completed. Participants should refrain from diving through the opening.
16. Run 25 feet to next task. Participant must sprint. If participant is unable to continue, the task is not completed.
17. **Identify Suspect** Based upon description previously provided, participant must identify the proper suspect from four photographs posted at this location. Each photograph will be labeled with a letter ("A", "B", "C", "D") and the participant must yell the correct letter of the suspect. Only one photograph will match the description given to the participant. If suspect is incorrectly identified, the task is not completed.
18. Run 45 feet to next task. Participant must sprint. If participant is unable to continue, the task is not completed.
19. **Body Drag** The participant must move a dummy, that weighs 150 pounds beyond a designated line 30 feet away. Participant must grab the straps on the dummy and pull the dummy. **Dummy can not be carried.** If participant is unable to move the dummy beyond the designated line, the task is not complete.
20. Run 45 feet to next task. Participant must sprint. If participant is unable to continue, the task is not completed.
21. **Gun Drill** The participant must pick up an unloaded, semi-automatic, Beretta weapon from the table using the dominant hand to pull the trigger. Participant will remove the clip from their ammo pouch and place it in the gun and rack in the first round. Participant will place the muzzle of the gun in the stationary 6 inch diameter hole at shoulder level and squeeze the trigger until the gun's firing pin is released. The participant will repeat the pulling of the trigger until a total of (5) rounds have been fired by the dominant hand. The participant will then change hands and again pull the trigger of the weapon (5) times with the non-dominant hand. When ten rounds have been fired the gun must be placed back on the table. If the participant is unable to pull the trigger or pull the slide back or if the muzzle touches the side of the hole, the task is not completed.
22. Time is stopped when the gun is placed back on the table.
23. **If participant's total time is in excess of 3 minutes the task is not completed and only one restart will be allowed.**

INSTRUCTIONS FOR STAIR CLIMB PHYSICAL TESTING

The following task is a timed event: The participant will start at the bottom of four flights of stairs. The participant will ascend the four flights of stairs touching every step and without touching the hand rails. The participant will then return to the starting point by descending down the four flights of stairs, again touching every step.

The participant will be required to complete the task within 90 seconds.